



Training and Organizational Development Course Catalog

**Updated
March 2022**

Training and Organizational Development Unit

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ABOUT THE COURSE CATALOG

The course catalog is DJJ's comprehensive training resource. This interactive electronic document is a direct link to course information and training sessions. Rather than printing, use the following items to locate and enroll in courses.

TABLE OF CONTENTS - Each entry is clickable. Use the Table of Contents to jump directly to a section or course within the course catalog.

CURRICULUM AND COURSE TITLES - Click on any curriculum or course title to go directly to the item in the VLC. You will be required to enter your VLC login credentials to see the course/curriculum.

Similar to the training teams, programming in the course catalog is separated into the Core Training Programs and Open Enrollment Training. Our Core Training Programs include Residential Programs Training, Community Programs Training, and Organizational Development.

OPEN ENROLLMENT TRAINING – Allows you to enroll in instructor-led and online training courses based on your needs or preferences. A wide-range of topics and sessions are offered throughout the Commonwealth for your professional development.

When enrolling in an Open Enrollment Training, pay attention to the date, time, location, and deadline for registration.

ON-DEMAND TRAINING – Enables you to learn in a way that is optimal of your time, pace and place of your choosing. With on-demand training you are able to work at your own pace independent of instructors or deadlines meeting your informational needs in the moment.

COURSE CATALOG – TYPES OF TRAINING

All training sessions are available through the **Virginia Learning Center (VLC)**. Use the [icons below](#) to identify the training type throughout the catalog. Not all training topics are available at all times or offered through all mediums. Email the training program area of interest with specific questions about a training topic.



INSTRUCTOR –LED TRAINING (ILT) is facilitated by an instructor in a physical classroom. ILT allows learners and instructors to interact and discuss the training materials in a group setting. These are live, face-to-face training sessions.



BLENDED LEARNING combines online learning, and opportunities for virtual interaction, with learning in-person at a physical location. Online learning includes eLearning courses, virtual instructor led, recorded webinars and other course materials delivered digitally. A physical location includes classrooms, labs, and a clinical or field practice.



VIRTUAL INSTRUCTOR-LED TRAINING (VILT) is live instruction offered virtually. Instructors deliver content through a virtual platform such as WebEx, GoTo, etc.) **Live Webinars** are real-time virtual learning experiences hosted by DJJ Training Unit instructors or adjunct instructors.

When instructors interact with learners virtually, learning can be experienced through discussions, collaboration, blended learning lessons, viewing recorded webinars and participating in independent study sessions.



E-LEARNING is a structured course or learning experience delivered electronically. Different elements can make up an e-learning program, such as live or pre-recorded lecture content, video, quizzes, simulations, games, activities, and other interactive elements.



RECORDED WEBINARS Recorded webinars are available through the VLC and can be taken at your convenience. Recorded webinars contain live webinar content and provide viewer control with play, pause, fast forward and rewind features. Recorded webinars are open to DJJ employees and local partners, and questions may be submitted to instructors via email.

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TRAINING AND ORGANIZATIONAL DEVELOPMENT UNIT

Direct all questions about current and future courses in this catalog, to the appropriate training team. All **VLC** related inquiries should be directed to registrar.training@djj.virginia.gov.

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INFORMATION ABOUT ATTENDING CLASSES

AMERICANS WITH DISABILITIES ACT – Accommodations are provided per request.

ATTENDANCE – Partial credit for courses will not be given for regulatory required classes. Instructors manage attendance and utilize discretion in non-regulatory classes and in special circumstances. Participants arriving more than 15 minutes late for regulatory required classes will not be permitted to enter the class. Participants arriving more than 15 minutes late at the beginning of class or following a lunch break may be denied entry into class.

CANCELLATIONS – Space in each course/session is limited. We understand that schedules change, however, you must cancel **PRIOR** to the end of enrollment deadline as noted in the VLC for each course/session. This allows other individuals to enroll. Contact registrar.training@djj.virginia.gov for any questions regarding registration.

CHANGES – If any class changes occur, such as location, date, time, etc., you will be notified by the registrar or the instructor via email.

CONFIRMATION EMAIL – The VLC automatically sends an email confirmation after you enroll into a course or session. If you do not receive a confirmation email or have any other questions, please email the registrar at registrar.training@djj.virginia.gov

INCLEMENT WEATHER POLICY – The DJJ Training Academy at the VPSTC is included if the Governor closes state offices for emergency conditions in the Richmond Metro Area (Chesterfield, Henrico, and Hanover counties). Because of our location, VPSTC may be delayed or closed when other metro area offices and agencies are opened. If there is inclement weather in the area, contact the main number (804) 537-5316, before traveling for a detailed message with specific instructions for attendees.

Use the resources listed below for closing information for agencies in the Richmond Metro Area:

- WRVA radio (1140AM) Local Television WTVR (6), WRIC (8), WWBT (12)
- www.dhrm.virginia.gov
- Visit the VPSTC Facebook page

SOCIAL MEDIA – Like [Virginia Public Safety Training Center](https://www.facebook.com/VirginiaPublicSafetyTrainingCenter) on Facebook to get inclement weather updates, course information and more!

TRAVEL/LODGING – The Training & Organizational Development Unit will cover ALL travel costs for attendance at one of the Academy's training sessions. The Training & Organizational Development Unit will reimburse the travel expenses for any training that is covered by the Blanket Travel Authorization which can be accessed on the DJJ Shared Drive.

All Travel Expense Reimbursement Vouchers (TERVs) must be submitted to the Training & Organizational Development Unit, approved by **Guillermo Novo** and processed through the DJJ Training Unit Business Office. The Blanket Travel Authorization only covers reimbursement. All are still responsible for receiving approval from their supervisor(s) in order to travel and/or attend training.

DRESS CODE – Some courses may require wearing uniforms or special attire. Course coordinators will advise class members when certain clothing is necessary.

Participants are otherwise expected to dress in appropriate, business-casual attire. Unacceptable clothing includes, but is not limited to, jeans or denim material (to include jackets and shirts), flip flops, shorts, tank tops and spaghetti straps (when worn as a single garment), tube tops, transparent or revealing clothing, midriff tops, low cut tops that reveal cleavage or the back, and t-shirts.

PLEASE NOTE

- Clothing shall not display profane or vulgar sayings or images, including innuendo or messages that are inconsistent with the Code of Conduct.
- Gym clothing is not appropriate for any classes beyond those specified by instructors.
- Tank tops and spaghetti straps are acceptable when worn with a sleeved shirt or jacket layered on top.

Participants will be advised concerning special clothing and equipment requirements for specific classes. At the discretion of the instructor, students not in compliance with the dress code may be required to leave the training center and/or change clothes.

DRESS EXPECTATIONS:

Classes involving physical activity:

- Sweatpants (blue, black, or gray only) plain with no logos or print
- Tee shirt (blue, black, or gray only) plain with no logos or print
- Non-marking athletic shoes (Gym only)

Special events:

- Dress-down days, including jeans, may be approved by the Academy Director.
- Clothing must be neat and clean with no frayed edges, no holes, and no sagging.
- Participants failing to meet these requirements may not be admitted to class and will not receive credit for attendance.

DIRECTIONS – Upon arrival at the VPSTC, follow the signs to the student entrance/parking lot.

RESIDENTIAL PROGRAMS TRAINING

Residential Programs Training consists of classroom, online, and on-the-job training based on employment type: Direct Care Staff, Direct Supervision Employees, Medical Services Providers, all other Non-Security Employees (administrative, clerical, and support employees) and those serving as Administrator-On-Call (AOC). Below are the qualifications for each employment type:

- **Direct Care Staff**
 - Applies to Community Coordinators, RS-II, RS-I, Security Managers, Security Coordinators, and Resident Specialists
- **Direct Supervision Employees**
 - Applies to Teachers/Education, Counselors, BSU, and Recreation
- **Medical Services Providers (Non-Security Employees)**
 - Applies to Medical Doctors, Dentists, and Nurses.
- **Administrative, Clerical and Support (Non-Security Employees)**
 - Applies to all other non-security positions, including but not limited to administrative (Volunteer Coordinators, Safety Officer, etc.), clerical, maintenance, food service, etc.
- **Administrator-On-Call**
 - Applies to Superintendent, Assistant Superintendent, Community Managers and Operations Managers
 -

Review the employment-type qualifications and the session dates **BEFORE** enrolling for any classroom training.

Basic Skills for Residential Services Employees

The Basic Skills for Non-Security and Direct Supervision Employees Programs are designed for all new employees of a juvenile correctional facility. An employee shall complete the outlined requirements within their first year of work. Facility and unit-based training following classroom training.

American Red Cross CPR, AED and First Aid - 2022

8 Hours



This is a one day in-person training at the Virginia Public Safety Center.

American Red Cross CPR, AED and First Aid certification for ANY DJJ employee that;

1. Is currently not certified and in a role title that requires bi-yearly certification
2. Has an existing two year certification that will expire in 2022
3. Is in a role title where certification is not required, but wish to become certified

Red Cross certification is required for ALL Direct Care and Direct Supervision employees, and is optional for Administrative, Clerical and Support employees.

This is a dress down day for Red Cross certification. **Proper attire** includes solid colored athletic pants, a crew neck t-shirt/sweatshirt and athletic shoes. Tank tops, open toe shoes, boots and shorts are NOT permitted.

All classes are scheduled from 0800 – 1700 hours each day. Those who arrive after 0815 will not be admitted to class.

Classes will be held at the DJJ Training Academy at the Virginia Public Safety Training Center, 7093 Broad Neck Road, Hanover, VA 23069.

Adolescent Development & Trauma VIRTUAL - 2022

4 Hours



This is a 4 hour VILT (Virtual Instructor Led Training) on Adolescent Development and Trauma Training which identifies what is normal adolescent behavior, what changes take place as adolescents transition into adulthood, and how trauma can impact a youth. Participants will examine the basics of how the brain matures through early adulthood, how the ACE (Adverse Childhood Experiences) is utilized, and the profound significance of resiliency as a protective factor to traumatic experiences.

This training is VIRTUAL.

Basic Skills for Direct Care Staff - 2022

120 Contact Hours



Meets the regulatory requirements in 6VA35-71-160, establishing minimum standards for juvenile correctional centers in the Commonwealth's juvenile justice system, covering program operations, health care, personnel, and facility safety and physical environment. Participants will also be trained in Core Correctional Practices.

Basic Skills for Non-Security Week 1 BLENDED Curriculum - 2022

25 Hours



This 25 hour **blended** learning course is designed for ALL new Non-Security Employees. The material covered introduces non-security employees to topic associated with Professionalism, Investigations, PREA, Suicide Prevention, Workplace Safety, Verbal Intervention, and Personal Defense. All participants are required to use their

laptops. This is a blended learning experience using webinars, VILTs (Virtual Instructor Led Training), inter-session work, and **in-person training**.

Prerequisite: Participants must have email and VLC access. Participants must also complete any applicable On-The-Job Checklists, which can be completed prior to or after the Basic Skills for Non-Security courses.

Registration Information: Each course listed in the curriculum signifies a training day.

Participants must enroll in each day individually to complete the entire curriculum.

Basic Skills for Non-Security Week 1 Day A VIRTUAL - 2022

Basic Skills for Non-Security Week 1 Day B VIRTUAL - 2022

Basic Skills for Non-Security Week 1 Day C VIRTUAL - 2022

Basic Skills for Non-Security Week 1 Day D VIRTUAL - 2022

Basic Skills for Non-Security Week 1 Day E IN-PERSON - 2022

Basic Skills for Non-Security Week 2 BLENDED Curriculum - 2022

25 Hours



This 25 hour **blended** learning course is designed for ALL new Non-Security Employees. The material covered introduces non-security employees to topics associated with Safety and Security, Gangs, Adolescent Development, and American Red Cross CPR and First Aid. All participants are required to use their laptops. This is a **blended** learning experience using webinars, VILTs (Virtual Instructor Led Training), and **in-person training**.

Prerequisite: Participants must have email and VLC access. Participants must also complete any applicable On-The-Job Checklists, which can be completed prior to or after the Basic Skills for Non-Security courses.

Registration Information: Each course listed in the curriculum signifies a training day.

Participants must enroll in each day individually to complete the entire curriculum, however, medical services providers do not attend the CPR and First Aid portion.

Basic Skills for Non-Security Week 2 Day A VIRTUAL - 2022

Basic Skills for Non-Security Week 2 Day B VIRTUAL - 2022

Basic Skills for Non-Security Week 2 Day C VIRTUAL - 2022

Basic Skills for Non-Security Week 2 Day D VIRTUAL - 2022

Basic Skills for Non-Security Week 2 Day E IN-PERSON - 2022

Basic Skills for Non-Security Week 3 VIRTUAL Curriculum - 2022

24 Hours



Registration Information: Each course listed in the curriculum signifies a training day. Participants must enroll in each day individually to complete the entire curriculum. This 24 hour virtual course is designed for all new Direct Supervision Employees, including teachers, counselors, and BSU and Non Security Employees. The material covered introduces Juvenile Justice System, Civil Liability, Behavior Management, Documentation and Games Residents Play. This is a **virtual** learning experience using webinars, VILTs (Virtual Instructor Led Training) and inter-session work.

Prerequisite: Participants must have email and VLC access. This training is **VIRTUAL**, not in-person.

[Basic Skills for Non-Security Week 3 Day A VIRTUAL - 2022](#)

[Basic Skills for Non-Security Week 3 Day B VIRTUAL - 2022](#)

[Basic Skills for Non-Security Week 3 Day C VIRTUAL - 2022](#)

[Basic Skills for Non-Security Week 3 Day D VIRTUAL - 2022](#)

Institutional In-Service for Residential Services Employees

This program is designed for Institutional Staff to build upon the knowledge gained in the Basic Skills courses while meeting the annual compliance requirement for all JCC staff. The classes address important topics staff members encounter daily. All classes take place at the DJJ Training Academy at the Virginia Public Safety Training Center, located at 7093 Broad Neck Road, Hanover, VA 23069.

Institutional In-Service - MODIFIED - 2022

For 2022, we will offer a "hybrid" version of the annual retraining for Direct Care and Direct Supervision staff.



In addition to **these web-based modules**, there will again be an "in-person" component to complete your retraining requirement for Handle with Care/Safety & Security.

If you have questions regarding your enrollment, contact the JCC Registrar, Mary Webley at Mary.Webley@djj.virginia.gov

[Employee Code of Conduct - 2022](#)

[Recognizing & Reporting Child Abuse and Neglect for Mandated Reporters - 2022](#)

Suicide Prevention - 2022

Resident Rights & Prohibited Actions - 2022

Behavior Management - 2022

Emergency Preparedness & Standard Precautions - 2022

Appropriate Professional Relationships and Interactions among Staff & Residents - 2022

Institutional In-Service for Direct Care Staff IN-PERSON - 2022

8 Hours



This is a one day in-person training at the Virginia Public Safety Training Center.

Handle with Care Re-Certification for Direct Care Staff. Required for Residential Series,

Security Series, and AOCs. Please visit the VLC for additional regulatory virtual in-service required training for 2022. This is NOT for Direct Supervision Employees, all others will be removed.

All classes are scheduled from 0800 – 1700 hours each day. Those who arrive after 8:15am will not be admitted to class. Classes will be held at the DJJ Training Academy at the Virginia Public Safety Training Center, 7093 Broad Neck Road, Hanover, VA 23069.

Direct Care Staff: (VLC Keyword Search: DCS) Includes: RS-I, RS-II, Community Coordinator

Required: Day 1 Security Series Staff: (VLC Keyword Search: SSS) Includes: Security Specialist, Security Coordinator, Security Manager **Required: Day 1**

Administrators-On-Call: (VLC Keyword Search: AOC) Includes: Operations Mgr., Community Mgr., Asst. Superintendent, Superintendent **Required: Days A and B**

Institutional In-Service for Direct Supervision Employees IN-PERSON - 2022

8 Hours



This is a one-day in person training at the Virginia Public Safety Training Center.

Safety & Security and Personal Defense for Direct Supervision Employees (DSE) Required for Direct Supervision Employees, optional for Administrative, Clerical, and Support.

Please visit the VLC for additional regulatory virtual in-service required training for 2022.

This is NOT for Direct Care Staff, all others will be removed.

All classes are scheduled from 0800 – 1700 hours each day. Those who arrive after 8:15am will not be admitted to class. Classes will be held at the DJJ Training Academy at Virginia Public Safety Training Center, 7093 Broad Neck Road, Hanover, VA 23069.

Direct Supervision Employees: (VLC Keyword Search: DSE) Includes: BSU, Counselors, Recreation, Teachers, or any other non-Direct Care Staff who is responsible for direct supervision of residents **Required: Day 1*** (must also meet 40-hour annual requirement)

Administrative, Clerical, and Support: (VLC Keyword: ACS) Includes: Clerical, Maintenance, Food Service, Volunteer Coordinator, Safety Officer, or any other staff who do not provide direct supervision of residents. **Optional: Day 1***

COMMUNITY PROGRAMS TRAINING

The Community Programs Training Team believes that quality training programs are both rich and structured. The richness is designed to stimulate engagement and foster learning by providing deep, meaningful learning experiences that allow participants to engage with the material in a variety of different ways. The structure ensures that all instructors are well organized and make use of data and assessments to ensure participants meet or exceed objectives.

The Community Unit. The primary audience includes Intake employees, Probation and Parole Officers and Residential Case Managers.

Basic Skills for Caseworkers Foundation Week Curriculum VIRTUAL - 2022

40 Hours



Foundation Week is a prerequisite for all other modules of the Basic Skills for Caseworkers Curriculum. The material covered introduces case managers to topics associated with staff development, evidence-based programming, and staff safety. All participants are required to use a desktop or laptop and have web conferencing equipment (i.e., Mifi, webcam, speakers). At the conclusion of the training, all participants are given a written assessment and the results are available to the participant's immediate supervisor.

This is a **VILT** (Virtual Instructor Led Training) using webinars, and inter-session work.

Prerequisite: The prerequisite for the foundational course is the completion of Phase 1 - Prerequisite Checklist (PRC) located in the Juvenile Justice Professional Manual.

Registration Information: Each course listed in the curriculum signifies a training day. Participants must enroll in each day individually to complete the entire curriculum.

This training is VIRTUAL.

Basic Skills for Caseworkers Foundation Week Day A VIRTUAL - 2022

Basic Skills for Caseworkers Foundation Week Day B VIRTUAL - 2022

Basic Skills for Caseworkers Foundation Week Day C VIRTUAL – 2022

Basic Skills for Caseworkers Foundation Week Day D VIRTUAL – 2022

Basic Skills for Caseworkers Foundation Week Day E VIRTUAL – 2022

Basic Skills for Caseworkers Intake Module Curriculum VIRTUAL - 2022

32 Hours



This 32-hour online course designed for all new staff performing intake duties. The Intake Module will provide an overview of the intake process and lay the groundwork for new intake officers as they embark on their role as the “Gatekeeper” into the juvenile justice system. All participants are required to bring their laptops. At the conclusion of the training, all participants complete a written assessment and the results are forwarded to the participant's immediate supervisor. This is a blended learning experience using webinars, VILTs (Virtual Instructor Led Training) and Inter-session work.

Prerequisite: The pre-requisite for the Intake Module is the completion of Basic Skills for Caseworkers Foundation Week and Phase 2 – Intake Module Performance Checklist (PC) located in the Juvenile Justice Professional Manual.

This training is VIRTUAL.

[Basic Skills for Caseworkers Intake Module Day A VIRTUAL - 2022](#)

[Basic Skills for Caseworkers Intake Module Day B VIRTUAL - 2022](#)

[Basic Skills for Caseworkers Intake Module Day C VIRTUAL - 2022](#)

[Basic Skills for Caseworkers Intake Module Day D VIRTUAL - 2022](#)

Basic Skills for Caseworkers Probation Module Curriculum VIRTUAL - 2022

32 Hours



This 32-hour online course is designed for all new staff performing probation duties.

The Probation Module will provide an overview of community-based supervision and lay groundwork for the probation officer as he/she embarks on their role as an “Agent of Change” in the juvenile justice profession. All participants are required to use a desktop or laptop and must have web conferencing equipment (i.e, webcam, speakers, Mifi). At the conclusion of the training, all participants will be given a written assessment.

This is a blended learning experience using webinars, VILTs (Virtual Instructor Led Training) and inter-session work.

Prerequisite: The pre-requisite for the Probation Module is the completion of Basic Skills for Caseworkers Foundation Week and Phase II-Probation Module Performance Checklist.

Registration Information: Each course listed in the curriculum signifies a training day.

Participants must enroll in each day individually to complete the entire curriculum.

This training is VIRTUAL.

[Basic Skills for Caseworkers Probation Module Day A VIRTUAL – 2022](#)

[Basic Skills for Caseworkers Probation Module Day B VIRTUAL – 2022](#)

[Basic Skills for Caseworkers Probation Module Day C VIRTUAL - 2022](#)

[Basic Skills for Caseworkers Probation Module Day D VIRTUAL - 2022](#)

Basic Skills for Caseworkers Parole and Residential Module Curriculum VIRTUAL- 2022

32 Hours

This 32-hour online course is designed for all new staff performing parole and residential case management duties.



The Parole and Residential Module will introduce a shared understanding of the components of the reentry process. Participants will be challenged to think about reentry in a more concrete way that is congruent with a practical learning module (which states that when participants have a concrete experience, they reflect on that experience, abstract from it, and then act on their learnings.) This is a blended learning experience using webinars, VILTs (Virtual Instructor Led Training) and inter-session work.

Prerequisite: The prerequisite for the Parole and Residential Module is the completion of Basic Skills for Caseworkers Foundation Week and Phase 2 – Parole and Residential Module Performance Checklist (PC) located in the Juvenile Justice Professional Checklist and Manual.

Requesting access for each course does not mean a participant is enrolled into the cohort. Course instructors grant enrollment once all prerequisites are met.

Registration Information: Each course listed in the curriculum signifies a training day. Participants must enroll in each day individually to complete the entire curriculum.

****All participants are required to utilize their laptop/desktop computers and have web conferencing equipment (i.e. mifi, webcam, speakers) when completing this course.**

This training is virtual.

[Basic Skills for Caseworkers Parole and Residential Module Day A VIRTUAL - 2022](#)

[Basic Skills for Caseworkers Parole and Residential Module Day B VIRTUAL- 2022](#)

[Basic Skills for Caseworkers Parole and Residential Module Day C VIRTUAL - 2022](#)

Aggression Replacement Training - 2022

16 Hours



This 16-hour course provides theories of aggression, introduces the Anger Behavior Cycle, and explores some of the causes of aggressive behavior in youth. Participants will be introduced to the theories behind Aggression Replacement Training (ART) and will be provided the foundational knowledge of each of the ART modules (skill building, anger control, and moral reasoning). Through demonstration by the course facilitators, participants will be offered guided practice for each of the modules. Following guided practice, participants will demonstrate proficiency and competency in the skills of ART by engaging in independent practice. During independent practice, feedback and guidance is provided by the course facilitators. This is an essential component of the training to maintain program fidelity and participants must complete this step in order to be certified in ART.

This training is in-person at the VPSTC, Knox Hall, 7093 Broad Neck Road, Hanover, VA 23069.

Screening for Experiences and Strengths (SEAS) Trauma Screening Tool and Response Protocol VIRTUAL - 2022

4.5 Hours



The Screening for Experiences and Strengths (SEAS) is a brief screening tool to identify trauma and victimization experiences and symptoms in children, youth, and transitioning young adults. The course will provide agency staff and stakeholders guidance on preparing for screening, how to access and administer the SEAS, and how to respond to trauma disclosures. Specific attention will be given to how to create and promote emotional safety before, during, and after a trauma disclosure, as well as, addressing concerns about re-traumatization. The course is open to Intake, Probation and Parole Officers and Court Service Unit (CSU) Supervisors.

Completion of training on SEAS is required to administer the screening tool. The Screening for Experiences and Strengths (SEAS) trauma screening tool training course is a 4.5 hour training course and to receive full training credit for the course you must attend the full 4.5 hours.

Prerequisite: Recognizing and Reporting Child Abuse and Neglect for Mandated Reporters
This training is VIRTUAL via live webinar.

Recognizing & Reporting Child Abuse and Neglect for Mandated Reporters - 2022



This training reviews standard procedures for recognizing and reporting child abuse and neglect for mandated reporters of the Department of Juvenile Justice. This course meets the requirements of 6VAC35-71-170. Retraining.

This is an online eLearning course.

Gender Responsivity: An Examination of the DJJ Female Population VIRTUAL - 2022

3 Hours



This 3 hour course is designed for all DJJ staff that work with the female youth population. This course will examine the juvenile justice female population and the services that juvenile justice professionals provide. This course will educate staff on the pathways of female clients into the juvenile justice system. Various discrepancies that exist within risk factors of males and females will be identified. This course will discuss specialized needs for female clients in the juvenile justice system and identify responsivity barriers that exist for female clients. **This course is virtual.**

What is a Jamboard Job Aid RECORDED WEBINAR - 2021

12 Minutes



This job aid provides a video demonstration of how to utilize a Jamboard, a digital interactive application developed by Google.

Web Based Training Orientation RECORDED WEBINAR - 2021

30 Minutes



This .5 hour recorded webinar is designed to prepare you for an upcoming virtual training with the Community Programs Training Team.

ORGANIZATIONAL DEVELOPMENT TRAINING

The Organizational Development Training team prepares employees to operate in a rapidly changing workplace. The Organizational Development team provides the necessary skills every employee needs for success in the workplace by providing HR supervisory training and developing employees' leadership skills, teamwork, conflict resolution methods and technology skills.

LEADERSHIP PROGRAMS

Our leadership curricula is designed for employees who are currently serving in leadership roles as well as employees new to the supervisor role or those who aspire to move into a supervisory role. Participants will learn how to manage day-to-day operations as well as other advanced leadership topics.

Emerging Leaders Curriculum - VIRTUAL 2022

8 Hours



Participants must enroll in each day to complete the entire curriculum.

Click on each session and enroll. Accessing this curriculum does not enroll you in any training.

This course is an introduction to the skills necessary to becoming an effective leader, with a specific focus on managing relationships. The Curriculum includes an Introductory Webinar and webinars on four core subjects aligned with becoming a leader: emotional intelligence, managing others, speaking like a leader, and conflict resolution. There is also Self-Study requiring participants to read and complete activities on their own.

This **training is a VIRTUAL** Modified Version of the Classroom Curriculum for Emerging Leaders.

Emerging Leaders Day A WEBINAR - 2022 Participants will explore an overview of the class, meet the instructors and understand the self-study portion of the class.

Emerging Leaders Day B WEBINAR - 2022 Participants will explore the skills and practices necessary to manage others as well as common pitfalls and best practices.

Emerging Leaders Day C WEBINAR - 2022 Participants will learn the importance of emotional intelligence and how to recognize moods, impulses and behaviors of yourself and others, and manage them in healthy ways.

Emerging Leaders Day D WEBINAR - 2022 Participants will learn and practice how to communicate effectively to various audiences in the workplace.

Emerging Leaders Day E WEBINAR - 2022 Participants will identify common behavioral approaches to conflict and explore an effective conflict resolution process.

Frontline Leadership Curriculum - VIRTUAL 2022

16 Hours



Frontline Leadership is a blended learning leadership series designed for new and seasoned supervisors, as well as those looking to move into a supervisory role. Participants will explore their personal DiSC profile, common leadership challenges, how to motivate and coach employees, develop inclusive teams that embrace diversity and manage conflict.

This training is VIRTUAL.

Frontline Leadership Day A - 2022 Introduction to the course, instructors and exploration of participants' DiSC profiles.

Frontline Leadership Day B - 2022 This session dives into motivating employees and coaching employees effectively.

Frontline Leadership Day C - 2022 Explore the fundamentals of embracing diversity and building inclusive workplaces.

Frontline Leadership Day D - 2022 Participants share final action plan assignment with the group, detailing plans to incorporate the series content into their workplace.

HR ESSENTIALS FOR SUPERVISORS CURRICULUM

HR Essentials for Supervisors Curriculum - VIRTUAL 2022

18 Hours



H.R. Essentials for Supervisors ONLY this provides **CURRENT supervisors** with the opportunity to sharpen skills and learn the most recent changes in DJJ policies and procedures, and state and federal laws. In addition, courses include topics in management areas such as recruitment, performance management, timekeeping and more. This curriculum contains multiple courses, dates and times. Click the link below to view all scheduled classes in the VLC.

You must be a supervisor to enroll in these courses.

You must enroll in and attend each class and complete the online module to complete the entire curriculum.

This training is VIRTUAL via live webinar, not in-person.

HR Essentials for Supervisors: Benefits VIRTUAL 2022

1.5 Hours



This course reviews the Fair Labor Standards Act requirements and how they pertain to DJJ. In addition, you will receive information pertaining to specific facets of the law that deal with timekeeping and recordkeeping; types of leave earned and the appropriate usage of that leave. You will receive in depth information about VSDP and FMLA claims.

Please contact Tracie Haupt with any questions you may have.

This training is VIRTUAL via live webinar, not in-person.

HR Essentials for Supervisors: Performance Management Part 1 VIRTUAL 2022

1.5 Hours



This course is the first in a two-part series on performance management, in which we cover the first of three phases in the performance management cycle. This module will enable you to define performance planning; the content provided during the training will enable you to describe the performance management cycle and thoroughly understand the EWP. *Per SOP#: VOL IV-4.1-1.09 This course is one of seven classes that satisfy the HR training requirement for all new supervisors. In addition, it is one of seven classes that satisfy the mandated HR supervisory re-training that is to be completed every two (2) years. Please contact Barbara Lagasse with any questions you may have. **This training is VIRTUAL via live webinar, not in-person.**

HR Essentials for Supervisors: Performance Management Part 2 VIRTUAL 2022

1.5 Hours



This course is the second in a two-part series on performance management, in which we cover the second and third phases in the performance management cycle. This module will enable you to effectively provide ongoing feedback, as well as a thorough review of the performance evaluation process. The content provided during this training will enable you to describe the rating levels; discuss the recognition of employees; and describe the appeal process.

Please contact Barbara Lagasse with any questions you may have.

This training is VIRTUAL via live webinar, not in-person.

HR Essentials for Supervisors: Policies and Procedures VIRTUAL 2022

1 Hour



Upon completion of this module, you will be able to: Discuss DJJ's workplace policies and procedures, discuss the various forms that are used in conjunction with these policies and procedures, identify where to find information about the policies and procedures on the DJJ's shared drive and DHRM website.

Please contact Barbara Lagasse with any questions you may have.

This training is VIRTUAL via live webinar, not in-person.

HR Essentials for Supervisors: Recruitment and Selection Part 1 VIRTUAL 2022

2 Hours



This course is the first in a two part series intended for new supervisors and hiring managers involved in the recruitment and selection process, designed to ensure that the Department of Juvenile Justice uses a hiring process that is consistent, fair, equitable and in compliance with state, Federal and local policies, procedures and legal mandates.

The course will provide an overview of the Department's hiring and selection process. and provide guidance on interviewing and the selection process. The session will provide a very brief overview of the steps of the recruitment process so that the audience can gain an understanding of what occurs behind the scenes, however this session (Part I) will focus more on the hiring manager's role in planning, preparing and conducting an effective selection process as well as ensuring that recruitment decisions are made in an objective manner.

Please contact Demetria Johnson with any questions you may have.

This training is VIRTUAL via live webinar, not in-person.

HR Essentials for Supervisors: Recruitment and Selection Part 2 VIRTUAL 2022

2 Hours



This course is the second in a two part series intended for new supervisors or hiring managers involved in the recruitment and selection process. We will continue the discussion on recruitment and selection topics including: federal & state laws; pre-recruitment requirements/tasks; HR collaboration, preparing the supervisor for screening applicants; lawful interviewing; responding to applicant questions; hiring requirements; and creating & maintaining recruitment files.*Per SOP#: VOL IV-4.1-1.09.

This course is one of seven classes that satisfy the HR training requirement for all new supervisors. In addition, it is one of seven classes that satisfy the mandated HR supervisory re-training that is to be completed every two (2) years. This course is part of

the HR Essentials for Supervisors course. Please do not register for it if you are currently enrolled in said course.

Please contact Demetria Johnson with any questions you may have.

This training is VIRTUAL via live webinar, not in-person.

HR Essentials for Supervisors: Standards of Conduct Part 1 VIRTUAL 2022

2 Hours



In section I, participants will learn about the Commonwealth's performance and conduct expectations for all state employees and the disciplinary process for correcting poor performance and misconduct. They will also learn the basics of progressive discipline, situationally-appropriate discipline and an employee's right to due process.

Please contact Heather Schofield with any questions you may have.

This training is VIRTUAL via live webinar, not in-person.

HR Essentials for Supervisors: Standards of Conduct Part 2 VIRTUAL 2022

2 Hours



In section II, participants will learn about the different levels of disciplinary action to appropriately address negative impact to the agency's business operations. Other aspects of DHRM Policy 1.60, Standards of Conduct will be covered such as pre-disciplinary leave, suspensions, demotions and terminations. Participants will also gain a basic understanding of the Grievance Procedure and a supervisor's role as a step respondent in a grievance.

Please contact Heather Schofield with any questions you may have.

This training is VIRTUAL via live webinar, not in-person.

HR Essentials for Supervisors: Understanding the Americans with Disabilities Act (ADA) VIRTUAL 2022

1.5 Hours



This 1.5-hour course will provide an overview of Title I of the ADA and explain how this federal law applies to employees and applicants in the workplace. The course will address the responsibilities of managers and supervisors to provide reasonable accommodations. It will also cover what qualifies someone as an individual with a disability, what are essential job functions, and what type of requests might create an undue hardship for the work unit.

Please contact the Heather Schofield with any questions you may have.

This training is VIRTUAL via live webinar, not in-person.

HR Essentials: Workplace Civility VIRTUAL 2022

3 Hours



Participants will review the Commonwealth's Civility in the Workplace policy, which identifies conduct that is prohibited within all state agencies. Through case study discussions, participants will apply best practice approaches to addressing prohibited conduct as supervisors.

PREREQUISITE: You must complete MVP HR Policy & Law - Civility in the Workplace e-learning PRIOR to attending this class. Less than one hour of pre-work is required and will be emailed to participants one week before class.

Please contact Heather Schofield with any questions you may have.

This training is VIRTUAL via live webinar, not in-person.

MVP HR Policy & Law - Civility in the Workplace

0.5 Hours

This is an online eLearning course.



PROFESSIONAL DEVELOPMENT SERVICES

The Organizational Development Team offers a comprehensive array of professional services that support the growth and development of our people leaders and employees through self-awareness and self-actualization. Through the use of industry recognized personality and behavior trait assessments, our facilitators can help you to understand your strengths and opportunities for development, and to create meaningful goals to help you realize your individual or team's full potential.

The OD professional development suite includes a myriad of resources, tools, and assessments that can be facilitated for individuals and teams.

Myers-Briggs Type Indicator (MBTI)

The MBTI is a personality type indicator tool that provides you with knowledge about your preferences for how you take in information, direct and receive energy, make decisions, and how you engage with others. It helps individuals and teams to understand personality type preferences so that you can: approach work in a manner that fits best with your style; develop better problem solving skills; determine best approaches for decision making; stress management; and understand the effect and impact of team participation and cohesiveness.

MBTI is an asset to organizational development as it supports many functions and situations including: managing others, development of leadership skills, conflict resolution, executive coaching, change management, and other more customized needs.

DiSC

DiSC is a personal assessment tool that can assist individuals and teams with improving teamwork, communication, and workplace productivity. This resource tool provides individuals and teams with information on: how you respond to conflict; what motivates you; and how you solve problems.

DiSC can help people leaders become more effective in leading others by providing you with an understanding of the dispositions and preferred working styles of their employees and other team members.

Benchmarks 360 Assessment Suite (Center for Creative Leadership)

This suite of 360 Feedback Assessments includes: Benchmark for Executives; Benchmarks for Managers; Benchmarks for Learning Agility; and Benchmarks by Design. Each of these assessments provide a method of systematically collecting perspectives about an individual's performance from peers, direct reports, colleagues, and provides a 360° view of a leader's strengths and opportunities for growth.

Information and data gathered provides leaders with feedback on specific or critical leadership skills imperative to the function of their role in the organization and helps individuals contextualize and compare their results to other leaders in similar roles.

The Five Dysfunctions of a Team: Workshops for Teams and People Leaders

These are collaborative 1 to 2 workshops that empower teams and people leaders to explore and discover how effective communication can help teams build trust, strengthen relationships, and transform team cohesiveness.

Each workshop is a high-engagement and high-impact learning session that can be facilitated with newly formed teams, intact teams wanting to take their teamwork and team connection to a higher level, and/or with groups of people leaders.

The Five Dysfunctions of a Team: Team Workshop, concentrates on helping teams improve in each of the key fundamentals of trust, conflict, commitment, accountability, and results.

The Five Dysfunctions of a Team: People Leaders Workshop, focuses on helping people leaders develop a more in-depth and broader understanding of the model and techniques for cultivating trust within teams, using conflict to be innovative, achieving commitment, instilling accountability, and getting better results within their teams.

Communication Style and Traits Assessment

Effective communication is the very foundation on which we build trust, develop meaningful relationships, and connect with others through team work. Effective communication in organizations is the process of sharing ideas, information, and feedback that is meaningful, understandable, and impactful to help us achieve identified outcomes and goals.

This tool engages individuals and teams on identifying their communication trait(s), which is, how they see their communications from their perspective and also provides feedback from colleagues and team members to individuals as to how their communication is received by others (communication style).

TECHNOLOGY

Accessibility in the Digital Workplace

Section 508 requires federal agencies to make electronic and information technology (EIT) accessible to people with disabilities. This session will cover the fundamentals and underlying assumptions of hardware and software.

Additional topics covered: General formatting issues including hyperlinks, color, and multimedia. Microsoft Word, PowerPoint, Excel and PDF documents. Reading order, data tables and alternative text for images and objects.

***This training is being developed for fall 2022.**

Adobe Acrobat Pro DC

3 Hours



This session will cover the features of an Adobe Pro Document Cloud account.

Topics covered: Creating, editing and exporting PDF files, converting web pages to PDF files and creating PDFs from multiple files. This session will cover "print to," and "drag and drop" to create PDFs, as well as adding objects, links, multimedia and attachments. Creating PDF forms, Optical Character Recognition and PDF security will also be covered.

NOTE: Participants **must** have an Adobe Pro DC account to attend training. Sessions limited to 8 attendees.

Browser Fundamentals

1 Hour



Our workplace demands the use of Internet / Website Browsers. Learning about and using the fundamental features of browsers will enhance our performance of this necessary technology. This session will explore browser tools, settings and updates.

An overview of the menu, toolbars, utilizing bookmarks and extensions will be provided. Additionally, private browsing, browser comparison, clearing browser history, cache and cookies will also be included in this session.

This training is VIRTUAL via live webinar, not in-person.

Digital File & Folder Management

2 Hours



Learn the basis of digital file and folder management. When done efficiently, file management can save a tremendous amount of time and headaches.

This training will cover file management methods and techniques for naming, storing and retrieving your digital files and folders. Microsoft File Explorer and other file management tools, such as cloud apps, will also be covered.

***This training is being developed for summer 2022**

Google Drive and Docs

3 Hours



Google Drive is a file storage, sharing and collaboration service provided with your DJJ Gmail account. This session will cover creating files and folders, file editing, formatting, sharing, and collaboration.

Other features include commenting and the chat window, revision history, "Explore" and the similarities and differences of Microsoft documents. All DJJ employees, with a Gmail account, possess unlimited cloud storage on Google Drive for creating and uploading content files. Downloading Google drive folders and exporting Google document files will also be covered in this session.

Note: Sessions limited to 8 attendees.

Microsoft Excel Introduction

3 Hours



Learn the basic fundamentals of Microsoft Excel to assist with manipulating and organizing huge amounts of data which can be difficult and time consuming.

Topics covered: create spreadsheets for entering, editing, and formatting cells and data. This session also covers formulas, functions in spreadsheets and tables. Building and modifying charts and graphs to visually represent data, and many other features, are included in this session. Time permitting, a few practical uses of Excel will be offered.

Note: Participants are new to Excel or would like a refresher.

***This training is currently being developed.**

Microsoft Excel Intermediate

3 Hours



Learn next level Excel features and functions. **Topics covered:** Using multiple worksheets and workbooks, protecting cells and sheets from changes, advanced formatting, cell and range names, tables and advanced charting, share features, templates, pivot tables and pivot charts.

IF, VLOOKUP, SUM, COUNT and COUNTIF functions will also be covered.

Note: Excel Introduction is a recommended prerequisite.

***This training is being developed for summer 2022**

Microsoft Word Introduction

3 Hours



Learn the essential skills of Microsoft Word. **Topics covered:** Creating, editing, saving and printing documents, editing and formatting text and paragraphs, tables, page layout including headers & footers, graphics and printing, proofing and exporting documents.

Note: Participants are new to Word or would like a refresher.

***This training is currently being developed.**

Microsoft Word Intermediate

3 Hours



Learn next level features of Microsoft Word. **Topics covered:** Advanced document formatting: sections, columns and document design. - Illustrations: diagrams, shapes and text formatting. - Table Formatting: design options and table data. Managing lists, inserting graphics, printing and publishing. If time permits, Mail Merge: form letters, data sources, labels and envelopes will also be covered.

Note: Word Introduction is a prerequisite.

***This training is being developed for summer 2022**

DJJ REQUIRED TRAINING

REQUIRED FOR NEW EMPLOYEES

DJJ - New Employee Security Awareness Training

7.5 Hours



This Certification is required training for all **new DJJ Employees** to complete **within 30 days** of their start-date with the Department of Juvenile Justice (DJJ).

This is an online eLearning course.

DHRM - The Road to Cultural Competence

1 Hour



This introductory module, The Road to Cultural Competence, is an online, professional learning experience in **Diversity, Equity, Inclusion, and Cultural Competence** (DEI and CC) whose creation was required by the General Assembly through the passage of H581 in March 2020, and the Code of Virginia 2.2-1201. **New state employees** are expected to complete it **within 90 days** of their start-date with the Commonwealth.

This is an online eLearning course.

REQUIRED ANNUALLY FOR ALL EMPLOYEES

DHRM - Sans Cyber Security Training

4.5 Hours



These 17 courses, plus the **Information Security Agreement** below, is replacing the previous *Information Security Awareness Certification* as the **annual training** for current DJJ employees.

* **DJJ - Information Security Agreement 2022**

DJJ - PREA Training – 2022 (Under Revision)

1 Hour



PREA (Prison Rape Elimination Act) training will acquaint DJJ staff, volunteers and contractors with PREA and explain the role we all play in DJJ's compliance with the law. Here, you'll learn information necessary for you to understand prevention, detection and response efforts as well as DJJ policies and procedures related to PREA requirements.

This is an online eLearning course.

MVP – HR Policy & Law – Civility in the Workplace

30 Minutes



This course is offered by the Department of Human Resource Management (DHRM) and presents fundamental information all employees in the Executive Branch need to know about DHRM Policy 2.35, Civility in the Workplace. This course may also meet mandated requirements for sexual harassment training for those employees, staff, and officials in other branches of state government.

This is an online eLearning course.

VDEM - Virginia State Employee Safety and Disaster Awareness Training

30 Minutes



The safety, health and security of our state employees is the top priority for all state agencies. This includes dealing with manmade threats from workplace violence to acts of terror, infectious diseases, and natural disasters that have the potential to impact the Commonwealth such as hurricanes, tornadoes, snowstorms, flooding and earthquakes—to name a handful.

During this training, we will discuss important ways to keep yourself, friends, family and coworkers safe at work and at home, regardless of the hazards you may encounter. We will also provide additional resources that can ensure you are threat-ready as a state employee.

MENTORING (under revision)

COACHING (under revision)

LEARNING FACILITATOR (under revision)

(under revision) **OPEN ENROLLMENT TRAINING**

(under revision) **ON-DEMAND TRAINING**
